

Thursday, March 3, 2011

The Board of County Commissioners met in regular session on **Thursday, March 3, 2011 at 9:30 AM** with the following members present:

Christopher Smeiles

Maureen T. Frederick

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Commissioner Tommie Jo Marsilio – out of the office

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It was moved by Christopher Smeiles, seconded by Maureen T. Frederick to approve the meeting minutes of the March 1, 2011 meeting. Commissioner Marsilio absent, motion carries

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Also attending throughout the day: Mike Sever, Record-Courier; Hank Dunckel; Tom Smith; Charlene Badger

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Randi Clites of Ravenna is attending this morning to encourage the Board of Commissioners to support funding for the Bureau for Children of Medical Handicaps (BCMh) program, which assists local families with children and young adults living with special healthcare needs. The Board of Commissioners agreed to keep in touch with Mrs. Cites and asked the Executive Assistant to investigate funding issues with the CCAO as to what is occurring at the state level.

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Paris Township Trustee Tom Smith commended the Board of Commissioners for the storm water funding assistance for residents with failing septic systems. That money will be well spent and the public will see this as a benefit. Commissioner Smeiles added that the money should be need based and collectable when the property is sold to allow others to access the funds.

Commissioner Frederick stated that she received calls recently from residents concerned about the increase to the storm water assessment on their taxes. Commissioner Smeiles responded that he would be happy to suspend future increases since Portage County is now in compliance with education, inspections, etc. He wondered if the program could work with the collection of only \$1.50/parcel. Commissioner Smeiles agreed to talk to the County Engineer about this issue before moving forward.

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Charlene Badger attending to discuss the resident email the Board of Commissioners received yesterday about the home explosion in Suffield Township. The resident advised in the email that he attempted to contact the Sheriff with no answer and then called the Ohio State Highway Patrol who also could not get the Sheriff. It appears that the Sheriff's website cites the Portage County 800 number, which rings in the Commissioners' Office. The Executive Assistant will contact the resident to discuss the resident's concerns. She will also suggest that the Sheriff eliminate the 800 number from his website and put 911 prominently on that site.

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INTERNAL SERVICES

Present: JoAnn Townend

DISCUSSION

The Director presented the spreadsheet template for the tracking of all Nursing Home contracts, which will be reviewed by the Nursing Home Administrator.

RESOLUTIONS

- 1. Enter into amendment no. 1 with the Portage County Prosecutor’s IV-D Investigative Support Division for July 1, 2010 through June 30, 2011. (an increase in the contract by \$19,566.17)/11-0210
- 2. Enter into amendment no. 1 with Emerald Transportation (services to Medicaid eligible recipients and TANF eligible individuals for JFS 1/1/11 to 12/31/11. (\$79,104.54)/11-0211
- 3. Enter into amendment no. 1 with Emerald Transportation for Title XX transportation services for JFS 12/1/10 to 11/30/11. (\$4,942.30)/11-0212
- 4. Enter into amendment no. 2 with Family & Community Services for Help Me Grow Service Coordination for JFS . (Never implemented the 4 full-time and 1 part-time coordinators – back to 3 full-time and 2 part-time coordinators)/11-0213
- 5. Enter into an agreement with RPC for administration and implementation of the 2010 community block grant new horizons fair housing assistance program funds./11-0214

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HUMAN RESOURCES - Cancelled

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MAINTENANCE

Present: Tim Miller

The Director reported on the following:

- 1. The Justice Center sinkhole next to catch basin has been patched; he added that the asphalt issues there must be addressed this summer. Commissioner Frederick asked what the cause of the sinkhole was? The Director responded that this is a floodwater situation; water has cracked and busted the drive. Water floods the underlying base and erodes the area underneath. He recommends the area be top coated and the catch basins dug and shored up. He recalled the meeting several weeks ago when Homeland Security and Emergency Management Office Director Jon Barber remarked that there is not enough parking at the Justice Center. Should the Board of Commissioners include an expansion of parking lot in the bid specs for the repair of the lot? Commissioner Smeiles suggested getting that JoAnn Townend prepare bid specs for the asphalt repair and topcoat for driveway and parking lot at Justice Center/Journal Entry.
- 2. The Director reported a gas leak in the Auto Title boiler yesterday, which will be repaired today

Commissioner Frederick asked if there is a chance of an explosion. The Director responded no and added that this is a well-ventilated area which only leaked when boiler ran. The boiler is on manual operation until it is repaired.

3. The Director reported that the transmission went out on the ½ ton plow truck. The truck is at the Motor Pool to be fixed. He noted that the vehicle is a 2001 with 60,000 miles. Commissioner Frederick asked if a heavy-duty transmission can be put in? The Director responded that would be too expensive and the vehicle is too old; he would not recommend that.
4. The Board of Commissioners asked the Director to prioritize the list of capital repairs ASAP; the Board of Commissioners must look at what needs to be done.
5. Commissioner Smeiles asked if the recent flooding has been a problem. The Director responded that the only problem was a small spot at the Board of Elections, which Maintenance handled immediately.

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10:40 AM Lunch Recess

1:00 PM Board of Commissioners Reconvened

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2011 CDBG PUBLIC HEARING

Convened at 1:05 PM

I. Introduction – Regional Planning Commission Director Todd Peetz

Director Peetz noted that the pre-applications are due to the Regional Planning Commission by April 1, 2011. The Board of Commissioners will hear the presentations on April 14, 2011.

II. Purpose of the Hearing – Lisa Reeves

This hearing was held in accordance with the Ohio Revised Code requirements and in compliance with the rules of HUD and the Ohio Department of Development Office of Housing and Community Partnerships.

III. Discussion of Grant Programs – Lisa Reeves

COMMUNITY HOUSING IMPROVEMENT PROGRAM (CHIP)

Application Due: April 1, 2011

Goals: To provide funding for a flexible, community-wide approach to the improvement and provision of affordable housing for low and moderate-income persons, and development of local administrative capacity.

Eligible Jurisdictions: Counties and cities that are HUD Entitlement, Non-participating jurisdictions under the HOME program and HUD non-entitlement communities. Communities must have an approved Community Housing Improvement Strategy and CHIP Policy and Procedures Manual. Communities may only apply every other year for funding. An additional \$50,000 in HOME funds is available for Communities for new home

construction or rehabilitation in conjunction with a Habitat for Humanity affiliate.

Eligible Activities:

Primary Housing Activities

1. Private Owner Rehab
2. Rental Rehab
3. Homeownership (Formerly Down Payment Assistance Rehab)
4. Acquisition/Rehab/Resale
5. Home Repair***
6. Home Repair – Septic***
7. New Housing Construction*
8. Homelessness Prevention (Also known as Emergency Monthly Housing Payment)*
9. Tenant Based Rental Assistance*

Supportive Activities

1. Clearance/Demolition**
2. Acquisition*
3. Relocation Payment/Optional Relocation (Not linked to a primary housing activity)
4. Code Enforcement*
5. Planning (Not to exceed \$10,000)
6. Public Service (Not to exceed 15% of the grant i.e. homebuyer education, family self-sufficiency Program, home maintenance training)
7. Equipment Acquisition (Tool Loan Program)*

Administration Costs

1. Fair Housing

Maximum Grant Amount: \$500,000 (Communities may apply for up to \$50,000 in HOME funding above the CHIP Grant limit (+Administrative funds) for new home construction or rehabilitation in conjunction with a Habitat for Humanity Affiliate)

*Special restrictions on using CDBG funds for this activity apply.

**Must be related to a specific project linked directly to the provision of land required by Housing Development Activity or Redevelopment Activity.

***Home Repair & Home Repair – Septic activities are limited to a combined request of \$125,000 per grant.

HOMELESS ASSISTANCE GRANT PROGRAM

Applications Due: July 12, 2011

Goals: To provide a continuum of housing/services to prevent persons from becoming homeless by providing homelessness prevention services and

assistance; move persons from homelessness to permanent housing through the provision of emergency shelter and supportive and provide long-term permanent supportive housing to homeless persons with disabilities. Funding is provided to eligible non-profit organizations, units of local government, public housing authorities and consortia of any eligible applicants for homeless prevention, emergency shelter, supportive housing, and permanent supportive housing that meet the housing needs of homeless and low-income families and individuals.

Youth shelters are eligible to apply for Homeless Assistance Grant Program funds under the Emergency Shelter category. A youth shelter is defined as any facility with the primary purpose to provide temporary accommodations and essential services for homeless youth 10 through age 17 that meets the requirements of Ohio’s Basic Standards for emergency shelters and meets specific licensure requirements.

Maximum Grant Amount:

Maximum Award Amounts:

<u>Category</u>	<u>Maximum Award</u>	<u>Grant Period</u>
Emergency Shelter:	\$350,000 per shelter	Two Years
Emergency Shelter (Youth Shelter)	\$200,000 per shelter	Two Years
Supportive Housing:	\$480,000	Two Years
Permanent Supportive Housing:	\$300,000	Two Years

Funding requests must be cost effective and reasonable based on community need, historical level of funding from OHCP, cost per household served, cost per outcome, etc.

Applicants must provide at least \$1 in local public or private resources for every \$2 in Homeless Program funds for emergency shelter, supportive housing and permanent supportive housing (A ratio of 1:2 other funds to Homeless Program Funds). Grant loans from the Ohio Department of Development cannot be used as match.

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) PROGRAM

Application Due: November 1, 2011

Goals: To provide eligible nonprofit organizations or units of local government with funds to devise long-term comprehensive strategies for meeting the housing and supportive service needs of persons with AIDS or HIV related diseases.

Eligible Activities: Short term Rental, mortgage, and/or utility assistance; acquisition, rehabilitation or construction of permanent housing; operation of a community residence; drug and alcohol abuse treatment and counseling; limited case management; respite care; food/nutritional services; activities

of daily living; daycare; transportation; general administration; and housing information services.

Eligible Jurisdictions: Private, nonprofit organizations incorporated with Ohio's Secretary of State and granted 501.c.3 status from the IRS and units of local government.

Maximum Grant Amount: The maximum grant request is based on the percentage of cases of persons living with HIV/AIDS within the project's service area when compared to the balance of state (areas outside the Columbus, Cincinnati, Cleveland Service Areas).

Matching Requirements: The applicant must match the requested amount of HOPWA funds at a minimum ratio of 1:1.

COMMUNITY DEVELOPMENT PROGRAM

Goals: To provide communities with a flexible housing and community development resource that can be used to address locally identified needs that are eligible CDBG activities and qualify under the national object of LMI benefit and elimination of slum and blight.

A. Formula Allocation Program

Application Due: June 24, 2011
The Board of Commissioners will listen to applicant presentations on April 14, 2011.

Eligible Activities: Any eligible CDBG activity.

Eligible Jurisdictions: Under the FY 2011 Ohio Small Cities CDBG Program 79 non-entitlement counties and 51 small cities (identified as cities by the Secretary of State as of January 1, 2011) will be guaranteed a funding allocation based entirely on the number of LMI persons residing in the eligible community.

Approximate Grant Amount: \$444,000

B. Neighborhood Revitalization Grant

Application Due: June 24, 2011

Eligible Activities: Public facilities improvements such as construction, reconstruction, rehab of infrastructure targeted in areas of distress that do not fit within the criteria of other Ohio Small Cities CDBG Competitive Programs.

Eligible Jurisdictions: Formula grantees including the acquired cities. Villages must apply through the county. Communities will be limited to one application per program year. Combined with Formula application.

Maximum Grant Amount: \$300,000

C. Microenterprise Business Development Program

Application Due: June 24, 2011

Eligible Activities: Activities include provision of financial assistance through direct or shared loans to private, for-profit entities or individuals to support self-employment and job creation/retention. Training and/or technical assistance to for-profit entities is also eligible and will not be charged against the administrative cap. Working capital loans are also eligible under this program.

Eligible Jurisdictions: Cities and Counties exclusive of HUD Entitlement areas. Grantees must work with a technical assistance provider who is familiar with and works with LMI populations. Combined with Formula application.

Maximum Grant Amount: \$60,000

WATER AND SANITARY SEWER COMPETITIVE PROGRAM

Application Due: Applications may be submitted on a continuous basis throughout the program year, beginning June 10, 2011.

Goals: The creation of a safe and sanitary living environment for Ohio citizens, through the provision of safe and reliable drinking water and proper disposal of sanitary waste.

Eligible Activities: The Water and Sanitary Sewer Program will only fund projects, which provide water and/or sanitary sewer service to primarily residential users (minimum of 60% of total users) in areas, which are a minimum of 51% LMI. Eligible on-site improvements include service laterals, septic tanks & well abandonment and CDBG eligible related fees.

Eligible Jurisdictions: Cities, Counties and Villages. Counties must apply on behalf of townships and unincorporated areas and villages that do not have a demonstrated capacity to operate a public water or waste water system. Cities and Villages will be limited to one grant award per program year. Counties will be limited to four awards per program year. A County may receive two grant awards for applications submitted on behalf of itself and two on behalf of one or more eligible sub units of general local government (Village and City) within the County jurisdiction.

Maximum Grant Amount: The awards may not exceed \$600,000. The maximum award for public infrastructure improvements is \$600,000.

ECONOMIC DEVELOPMENT PROGRAM

Application Due: Applications will be accepted on a continuous basis, beginning June 10, 2011.

Goals: To create and retain permanent private sector job opportunities, principally for low and moderate-income persons through the expansion and retention of business and industry in Ohio communities.

Eligible Activities: Include the provision of financial assistance through eligible units of general local government, to provide for profit entities to carry out economic development projects, as well as public improvements directly and primarily related to the creation, expansion or retention of a particular business. This financing may cover fixed assets, including land, building, machinery, and equipment, as well as the infrastructure investment directly related to business or industrial development. The amount and type of assistance must be deemed appropriate with respect to the financial gap and the public benefit to be derived. Financing for fixed assets must be provided in the form of a non-forgivable loan..

Eligible Jurisdictions: Cities and Counties. Counties may apply on behalf of Villages, Townships or Cities.

Maximum Grant Amount: \$500,000 for direct loans, \$500,000 for offsite infrastructure projects. A minimum of 51% of the jobs must be available to LMI persons and one (1) job must be created for each \$25,000 borrowed. An additional \$50,000 is available for the hiring and training for LMI individuals whose positions were created/retained by the recipient business.

COMPREHENSIVE DOWNTOWN REVITALIZATION PROGRAM (3 TIERS)

Goals: 1) To aid in the revitalization of Central Business Districts. 2) To aid in the elimination of slums and blight and 3) To create and retain permanent private sector job opportunities principally for persons of low and moderate-income households.

A. Tier One: Downtown Revitalization Planning

Application Due: Applications will be accepted on an open-cycle basis from June 10, 2011 until June 1, 2012 or until such time available funding has been expended.

Eligible Activities: Planning activities funded through this program must result in tangible products that are directly applicable to and linked with the establishment and implementation of a downtown revitalization strategy for the community.

Examples of eligible planning activities include the following: research and preparation of revisions to or creation of a downtown zoning ordinances, building codes, historic districts, etc.; development of a design review criteria/revitalization guidelines and related processes for review and enforcement; development or update of a comprehensive downtown market analysis; development or update existing conditions, downtown mission and goals, objectives for goal attainment, plan concept development, phasing and strategies for financing and implementing revitalization activities; development of a marketing strategy/operations plan to ensure the sustainability and on-going viability of the downtown; and preparation of a comprehensive economic and/or financial downtown revitalization feasibility analysis.

Eligible Jurisdictions: Cities, Counties and Villages. Counties may also apply on behalf of villages and cities.

Maximum Grant Amount: \$15,000 (A minimum of \$1:\$1 of other funds (including non-downtown CDBG funds) to downtown CDBG funds requested).

B. Tier Two: Downtown Building and Streetscape Revitalization

Preliminary Threshold Application Submission: May 20, 2011.

Application Submission (by OHCP invitation): October 4, 2011

Eligible Activities: Eligible activities include but not limited to: uniform façade and sign improvements; interior and exterior building code violation corrections; streetscape activities; other eligible CDBG infrastructure and rehabilitation activities; administrative costs directly related to the downtown program; and architectural and engineering work related to specific revitalization activity(ies). Parking improvements will only be eligible on a case-by-case basis and with prior written approval from OHCP. Communities must qualify activities under the HUD Ohio Small Cities CDBG Program national objective of prevention/elimination of slum or blight.

Eligible Jurisdictions: Eligible Jurisdictions: Cities, Counties and Villages. Counties may also apply on behalf of villages and cities.

Maximum Grant Amount: \$400,000 (A minimum of \$1:\$1 of other funds (including non-downtown CDBG funds) to downtown CDBG funds requested).

C. Tier 3: Downtown Targets of Opportunity

Application Due: Applications will be accepted on an open-cycle basis from June 10, 2011 until June 1, 2012 or until such time available funding has been expended.

Eligible Jurisdictions: Cities, Counties and Villages. Counties may also apply on behalf of villages and cities.

Eligible Activities: Any CDBG eligible activity.

Maximum Grant Amount: Funded through CDBG Discretionary Program funds for an agreed upon project.

DISCRETIONARY GRANT PROGRAM

Goal: To provide a means to fund worthwhile “targets of opportunity” projects and activities that do not fit within the structure of existing programs and to provide supplemental resources to resolve immediate and unforeseen needs.

A. Economic and Community Development

Application Due: Project applications will be accepted on an open cycle basis, beginning June 10, 2011 until June 1, 2012 or until such time available funding has been expended.

Goals: Provide funds for “targets of opportunity” investments in:

1. Economic development projects which create and/or retain permanent job opportunities.
2. Community development projects that are not feasible in other funding categories.
3. Downtown Tier 3 projects.
4. Imminent threat grants covered by the Federal CDBG Regulation (Section 570.432).

Eligible Activities: Any CDBG eligible activity.

Eligible Jurisdictions: Cities, Counties and Villages.

Maximum Grant Amount: Based on need. Total funds available for the Comprehensive Downtown Revitalization Program (Tier 3) grants cannot exceed 50% of the total 2011 CDBG Discretionary funds.

B. Housing:

Application Due: Project applications will be accepted on a continuous basis, beginning on June 10, 2011.

Goals: This program will provide funds for “target of opportunity” investment in housing projects, special projects, and demonstration programs that are not feasible in other funding categories.

Eligible Activities: Any CDBG or HOME eligible activity. Eligibility is determined by the funding source. A maximum of 5% of the total funds awarded can be used for administration.

Eligible Jurisdictions: Cities, Counties with an approved Community Housing Improvement Strategy (CHIS).

Maximum Grant Amount: Level of funds is negotiated based on need.

C. Ohio Housing Trust Fund (OHTF) Discretionary Grants - Special Projects

Application Due: May 6, 2011

Goals: Provide funding for “target of opportunity” projects and innovative proposals that will principally benefit persons below 50% of the area median income and meet the OHTF rules and requirements.

Eligible Activities: Proposals considered for discretionary funds must be inappropriate for funding from other state housing programs, because of either eligibility, program scope or project timing. Projects must result in identifiable outcomes and beneficiaries (cannot be seed money or start-up).

Eligible Applicants: Nonprofit organizations, units of local government, public housing authorities, private developers and lenders and consortia of any eligible applicants.

Maximum Grant Amount: The level of funds is negotiated based upon need. OHTF Discretionary Grants for individual special projects cannot exceed \$200,000 annually. Projects must have at least a dollar-to-dollar match in cash and/or direct “in kind” services.

D. Homelessness Discretionary Grants

Application Due: Project applications will be accepted on a continuous basis, beginning on June 10, 2011.

Goals: Provide funds for critical activities at existing OHCP-funded shelter locations. As a secondary priority and based on need and availability, these funds may also be used to fund activities of an emergency nature at OHCP funded organizations that serve homeless populations through other supportive housing models as well as organization providing emergency shelter, but may not be receiving OHCP homeless assistance funds.

Eligible Activities: All activities must be of an emergency nature or include needs that could not be anticipated during the normal funding program cycle.

Eligible Jurisdictions: Eligible applicants are primarily limited to FY 2009 and FY 2010 Homeless Assistance Grant Program grantees.

Maximum Grant Amount: Based on need.

NEW HORIZONS FAIR HOUSING ASSISTANCE PROGRAM

Application Due: June 10, 2011 through May 31, 2012.

Goal: To provide funds to units of local government, or consortia of units of local government, to affirmatively further fair housing in addition to activities undertaken with their Formula Allocation Program and CHIP funds.

Affirmative fair housing strategies are to be based on locally assessed needs and commitments, as well as to further the State Fair Housing goal.

Eligible Activities: Activities, which further Fair Housing actions relating to housing and community development to remedy or mitigate conditions limiting fair housing choice.

Eligible Jurisdictions: Direct Formula Allocation Program, Cities and Counties.

Maximum Grant Amount: Up to \$15,000 for one jurisdiction and up to an additional \$5,000 for each additional eligible jurisdiction for a maximum award not exceeding \$30,000.

IV. Questions/Suggestions

- Commissioner Frederick asked if staff knows what the anticipated amount the county will receive. Ms. Reeves responded that Portage County received \$444,000 in 2010 but it is unknown what to expect in 2011.
- Edie Benner asked when the Tier II applications are due. Ms. Reeves responded that the pre-app is for CDBG Formula Funds and the dates listed are dates the applications are due to the state.
- Ms. Benner asked if there are match requirements for formula monies or the Neighborhood Revitalization applications. Ms. Wood responded yes and noted that the application is heavily waited on funding sources and outcomes.
- Commissioner Frederick asked what CDBG funding was provided by the City of Akron to Hattie Larlham, as she learned at the recent 50 year celebration at Hattie Larlham. Regional Planning Commission staff agreed to investigate and let her know.
- Ms. Benner asked what projects received formula money last year? Ms. Reeves responded.
- Commissioner Frederick asked if the county wide home repair allows replacement of failing septic systems. Ms. Wood replied that there is not enough money available.

- Mayor Hawkins asked about the Water And Sanitary Sewer Program applications. Ms. Reeves responded that the applications are due to the state starting June 10th . Mr. Peetz added the sooner the better and confirmed that the applications go directly to the state not through the county.
- The Mayor asked about the location of the website. Ms. Reeves responded that all of the application details are located on the Ohio Department of Development website under the Consolidated Plan.

V. Adjournment at 1:27 PM

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1:40 PM Recessed to Solid Waste Management District

2:40 PM Board of Commissioners Reconvened

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RESOLUTION No. 11-0205 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Christopher Smeiles, seconded by Maureen T. Frederick that the following resolution be adopted:

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Department of Budget and Financial Management or other designee on March 3, 2011 in the total payment amount of \$266,731.37 for Funds 0001-7219 as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Christopher Smeiles, Yea; Maureen T. Frederick, Yea; Tommie Jo Marsilio, Absent;

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RESOLUTION No. 11-0206 - RE: WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Christopher Smeiles, seconded by Maureen T. Frederick that the following resolution be adopted:

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Department of Budget and

- WHEREAS,** an Amendment No. 1 was entered into on December 2, 2010 through Resolution No. 10-1068; and
- WHEREAS,** the parties desire to amend the Original Contract to continue such services; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into Amendment No. 2 between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and Family & Community Services, Inc., for the period July 1, 2010 through June 30, 2011; and be it further
- RESOLVED,** that the change to four (4) full-time equivalent Service Coordinators (40 hours per week) and one (1) part-time equivalent Service Coordinator (25-32 hours per week) that was to take effect November 1, 2010 was unable to be implemented as planned; and be it further
- RESOLVED,** that Family & Community Services, Inc. continued to provide three (3) full-time equivalent Service Coordinators (40 hours per week) and two (2) part-time equivalent Service Coordinators (25-32 hours per week) to eligible families referred to Help Me Grow which took effect October 11, 2010; and be it further
- RESOLVED,** that annual services under this agreement shall remain Three hundred thousand and 00/100 dollars (\$300,000.00); and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote as follows:

Christopher Smeiles, Yea; Maureen T. Frederick, Yea; Tommie Jo Marsilio, Absent;

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RESOLUTION No. 11-0214	-	RE:	ENTERING INTO AN AGREEMENT WITH THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION FOR ADMINISTRATION AND IMPLEMENTATION OF THE 2010 COMMUNITY DEVELOPMENT BLOCK GRANT NEW HORIZONS FAIR HOUSING ASSISTANCE PROGRAM FUNDS.	

It was moved by Christopher Smeiles, seconded by Maureen T. Frederick that the following resolution be adopted:

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INCOMING CORRESPONDENCE

March 3, 2011

1. February 22, 2011 correspondence from John Epling and Julie Bradle, Stouffer Realty, Inc., regarding Sunnybrook Road commercial property/Forward to JoAnn Townend and the Municipal Court Judges.
2. February 25, 2011 memo from Director Todd Peetz, Regional Planning Commission, regarding by-law amendment to increase dues by several cents/The Board of Commissioners discussed this with Regional Planning Commission Chairman Tom Smith, who commented that Commissioner Frederick will be able to bring the Board of Commissioners' concerns to the Regional Planning Commission Executive Board before this is approved.
3. February 18, 2011 correspondence from Stacy Brown, Neighborhood Development Services, requesting the 2011 Cash Flow Reporting deadline be moved to the end of June 2011. (cc: Department of Budget & Financial Management/Journal Entry.
4. February 1, 2011 correspondence from Amy Brennan, Chagrin River Watershed Partners, Inc., regarding membership – does the Board want to meet Ms. Brennan individually or as a Board/Charlene Badger to contact Ms. Brennan and discuss the program and get the details
5. Discussion: Sick Leave Transfer and Conversion/Hold for the next Human Resources Department agenda.
6. Undated correspondence (received March 1, 2011) from Keith Fuller, Director of Corporate Development for Chesapeake Energy, advising that a representative will be contacting the Board of Commissioners soon to discuss operations in the area/Forwarded to the Executive Assistant.

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JOURNAL ENTRY

March 3, 2011

1. The Board of Commissioners received the Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2011 as presented by the Portage County Auditor.
2. Board of Commissioners' authorization requested to pay the February 11, 2011 Invoice for Professional Services rendered for January 2011 Retainer costs for \$175.00, as requested by Clemans Nelson & Associates, Inc. and approved by the Human Resources Department Director Karen U'Halie.
3. The Board of Commissioners received the Kennel Disposition Report for February 21, 2011 through February 27, 2011 as presented by Dave McIntyre, Dog Warden.
4. Board of Commissioners' signature requested on the Satisfaction of Mortgages as requested by the Neighborhood Development Services and approved by the Department of Budget & Financial Management as follows:

Mechele & James Novak	\$ 1,596.60
Judy Falkowski	\$ 2,116.47
Joanne & Robert Davenport	\$ 900.00
JoAnn & Robert Davenport	\$ 1,750.00
Leslie Melendez	\$ 860.00
Leslie Melendez	\$ 10,625.00
Leslie Melendez	\$1,400.00

5. Board of Commissioners' authorization requested to have Commissioner Frederick sign the US Department of Justice and US Department of Treasury Federal Annual Certification Report (FACR) indicating the balance of Justice Funds (DEA, FBI, etc) at the end of 2010 is \$3,869.62, as presented by the Portage County Sheriff. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.

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INFORMATION ONLY

March 3, 2011

1. February 27, 2011 correspondence from Dave Vaughan, Neighborhood Development Services to Ohio Department of Development, regarding 2008 CHIP monitoring.

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PROSECUTOR

March 3, 2011

1. March 1, 2011 e-mail from Leigh Prugh, regarding Timberstone new agreement/Board of Commissioners approved the draft agreement pending comment by the County Engineer.
2. February 3, 2011 e-mail from Leigh Prugh, regarding sewer district rules to add variance procedure/Jeff Lonzrick to work with Attorney Prugh.

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JOURNAL ENTRY

March 3, 2011

Motion by Christopher Smeiles, seconded by Maureen T. Frederick to approve the following actions:

1. The Board of Commissioners acknowledged the receipt of the February 28, 2011 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2011, as presented by the Portage County Auditor.
2. The Board of Commissioners authorized payment of the February 11, 2011 Invoice for Professional Services rendered for January 2011 - Retainer Costs in the amount of \$175.00, as requested by Clemans Nelson & Associates, Inc. and approved by the Human Resources Department Director Karen U'Halie.

3. The Board of Commissioners acknowledged the receipt of the Kennel Disposition Report for February 21, 2011 through February 27, 2011, as presented by Dog Warden Dave McIntyre.
4. The Board of Commissioners signed the Satisfaction of Mortgages as requested by the Neighborhood Development Services and approved by the Department of Budget & Financial Management as follows:

Mechele & James Novak	\$ 1,596.60
Judy Falkowski	\$ 2,116.47
Joanne & Robert Davenport	\$ 900.00
JoAnn & Robert Davenport	\$ 1,750.00
Leslie Melendez	\$ 860.00
Leslie Melendez	\$ 10,625.00
Leslie Melendez	\$1,400.00

5. The Board of Commissioners authorized Commissioner Frederick to sign the US Department of Justice and US Department of Treasury Federal Annual Certification Report (FACR) certifying that the balance of Justice Funds (DEA, FBI, etc) at the end of 2010 is \$3,869.62, as presented by the Portage County Sheriff. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.
6. The Board of Commissioners approved the following Personnel Requisitions, as presented by Administrator Barb Fleischmann, The Woodlands At Robinson:

DEPARTMENT	JOB TITLE	GRADE	ACTION
The Woodlands At Robinson	Nursing Assistant (replacement for Megan Wenk)	NSAS 2	Post Internally and Externally
The Woodlands At Robinson	Nursing Assistant (replacement for Markita Kee)	NSAS 2	Post Externally
The Woodlands At Robinson	Nursing Assistant (replacement for Tiara Cox)	NSAS 2	Post Externally

7. The Board of Commissioners approved the following Personnel Requisition, as presented by the Human Resources Department and approved by the Department of Job & Family Services:

DEPARTMENT	JOB TITLE	GRADE	ACTION
Department of Job & Family Services	Social Services Worker 3 (Replacement for Kristin Fields-Ignatious)	J	Post Internally

8. The Board of Commissioners accepted the recommendation of Department of Budget & Financial Management Director Audrey Tillis and approved the February 18, 2011 request from the Neighborhood Development Services authorizing the extension of the reporting and

payment dates of the 2011 Cash Flow RLFs until June 30th beginning in 2011 as follows. The Board of Commissioners noted that this change will allow the Neighborhood Development Services, Inc. to use Independent Audited Financial Statements in completing their analysis on the amount of payment due for each loan and assist in timely reporting:

Loan	Loan Number	Amount	Current Due Date
NDS Inc. (Windham Daycare)	CORR1055	\$80,000	January 31 st
Maple Grove I	SWVRR010	\$66,200	March 31 st
Portage Housing I	PCHM5028	\$110,000	January 31 st
Portage Housing II	CORR1053	\$100,000	April 1 st
Portage Housing III	COHM3060	\$100,000	June 30 th

9. The Board of Commissioners authorized Commissioner Frederick to sign the Request For Use of Library Meeting Room (Jenkins/Haymaker) for the upcoming Human Resources Department training on April 13, 18 and 26, 2011, as presented by the Human Resources Department Director.
10. The Board of Commissioners acknowledged the receipt of the 2010 Portage County Municipal Court Annual Report.
11. After meeting today with Director of Maintenance Tim Miller, the Board of Commissioners authorized Internal Services Director JoAnn Townend to prepare bid specs for the asphalt repair, top coat for driveway and parking lot, and catch basin repair at Portage County Justice Center.

Commissioner Marsilio absent, motion carries.

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We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting on **March 3, 2011**. There being no further business to come before the Board, it was moved by Christopher Smeiles, seconded by Maureen T. Frederick to adjourn the official meeting at 2:45 PM. Commissioner Marsilio absent, motion carries.

Maureen T. Frederick, President

ABSENT
Tommie Jo Marsilio, Vice-President

Christopher Smeiles, Board Member

Deborah Mazanec, Clerk

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